

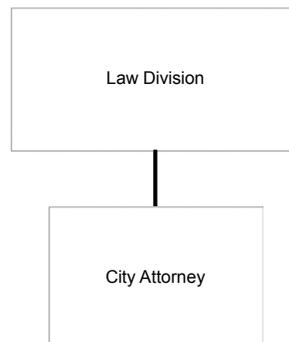
■ Operating Budget

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Forecast	FY 2016 Adopted
Personnel Services	4,306,234	4,801,290	4,801,290	4,865,712
Materials and Supplies	6,487,010	4,939,238	4,602,204	5,098,110
Total Expenditures	10,793,244	9,740,529	9,403,494	9,963,823
Program Revenues	(621,669)	0	(39,189)	(229,939)
Net Expenditures	10,171,576	9,740,529	9,364,305	9,733,884
Authorized Complement				57

MISSION

The Law Division and the Office of the City Attorney mission is to provide legal advice in all matters, opinions, claims service, contract review and compliance support and legal representation on behalf of the City of Memphis, various divisions, agencies, boards, and commissions.

STRUCTURE



SERVICES

The City Attorney's Office defends and prosecutes litigation on behalf of the City in all lawsuits filed in all courts, agencies or commissions. It provides advice and counsel on municipal processes to ensure compliance with the City Charter, State and Federal laws. It provides legal research, opinions, and advice to all divisions of the City government. It provides advice and counsel regarding ordinances, resolutions, agreements, contracts and other legal documents. The Claims Office receives, investigates, processes and resolves third-party claims filed against the City of Memphis and tracks and monitors lawsuits filed against the City and recovers claims on behalf of the City. The Risk Management Department identifies, plans, implements, and monitors exposures to losses in order to alleviate or reduce the amount paid which ultimately preserves and protects the City's financial assets. The Office of Grants Compliance provides comprehensive oversight of all City grants to ensure compliance and the proper administration of federal, state and private grant funds, identifies grant opportunities and provides assistance to all city divisions with the processing of grant applications. The Permits Office bills, collects and issues permits as mandated by controlling ordinances, monitors permit holder compliance with city ordinances and state law, and serves as the administrative office for both the Alcohol Commission and the Transportation Commission. The City prosecutor represents the City in City Court proceedings and prosecutes misdemeanors, traffic tickets and citations issued for violation of the City Code of Ordinances.

■ Operating Budget

FY 2015 PERFORMANCE HIGHLIGHTS

- Recovered \$961,889 in claims subrogation claims brought by the city against
- Defended the city in 186 new law suits filed against the City of Memphis
- Filed 146 new law suits against the owners of blighted properties
- Represented the city in 24 OJI appeals matters
- Represented the city in 19 Civil Service Appeals
- Represented the city in 9 Arbitrations
- Reviewed and approved 1148 contracts for the city
- Handled and resolved City Court cases in City Court
- Instituted New parking ticket procedures: All parking tickets now have court dates with instructions to either pay or appear in court. This new process results in Judgments, thus extending collection to up to 10 years on judgments with no issue of a 1 year statute of limitations.
- City Prosecutors Office successfully prosecuted all red light camera violations. Drafted electronic forms to allow vehicle owners to designate an actual driver and transfer liability.
- City Prosecutors Office successfully facilitated electronic ticketing, assisted MPD and presented to City Council a new ordinance to implement electronic ticketing.
- Issued 26 Legal opinions including the opinion on records retention.
- Responded to 945 Public records requests. Received 1328 claims filed against the City of Memphis.
- Closed 1026 claims filed against the city at a total cost of \$857,192 or \$835.47 per claim.
- Claims Office reached its goal of investigating and closing claims within 25 days of their filing.
- Claims Office reduced claims liability settlement costs by 5% over the prior fiscal year.
- Claims Office launched an online claims filing system that allows citizens to file and track claims progress online resulting in greater claims handling efficiency.
- Risk Management Office Provided Risk Management training to City Divisions
- Risk Management Office Selected Lipscomb & Pitts as city Insurance Broker & Consultant
- Risk Management Office Facilitated the transition from Marsh to Lipscomb & Pitts transition
- Risk Management Office Completed all summer policy renewals with extremely limited timetables due to broker transition
- Risk Management Office facilitated the Renewal of Cyber Liability Policy

■ Operating Budget

- Risk Management Office successfully processed several significant claims, including Cossett Library's water damage, WYPL's transmission tower, and multiple Boiler & Machinery claims
- Risk Management Office Reviewed and provided insurance requirements to all City contracts within 10 days.
- Permits Office Issued 6873 permits to public.
- Permits Office Collected \$707,810 + for permits issued by Permits Office including over \$100,000 for vacant properties. Partial implementation of the Point of Sales System in Permits operation.
- Permits Office Decreased the time for processing certain applications
- Permits Office Reduced the amount of time Permits takes to hear beer violations from an average of 45 days to 30 days of the time Permits receives the notice of violation
- Office of Grants Compliance successfully closed 63 active grant awards in the Oracle Grants Financial Module with approximate award budgets totaling \$41 million dollars
- Office of Grants Compliance Continued the Grants Encumbrance Clean Up Initiative– a city-wide review of outstanding grant encumbrances to be closed out in the Oracle Grants Financial Module
- Office of Grants Compliance Maintained a centralized electronic repository with copies of key City grant documents to assist with audits and monitoring reviews from outside agencies
- Office of Grants Compliance Conducted quarterly Administration & Compliance workshops for all grant liaisons representing each division
- Office of Grants Compliance Collaborated with the AmeriCorps VISTAS – a group of volunteers recruited and sponsored by the Executive Division to help the City resolve poverty issues. OGC personnel trained the VISTAs on City processes related to grants management and continues to share grant resources where appropriate
- Office of Grants Compliance received above satisfactory or satisfactory compliance rating for 100% scheduled site visits by granter agencies

■ Operating Budget

KEY PERFORMANCE INDICATORS

Performance Metrics		FY 2014 ACTUAL	FY 2015 ACTUAL*	FY16 GOAL	PRIORITY
City Attorney	# of blight and code enforcement (other) lawsuits closed annually	207	6	Tracking	Create
	# of interns/externs serving a City internship through the Law Division (exclusive of other City intern programs)	31	27	25	Advance
	# of formal opinions issued annually	12	10	Tracking	Advance
Claims	% of Prosecutor Court claims responses returned to claims division within fifteen days	N/A	76%	85%	Advance
	# of Prosecutor Court claims responses actually returned within 15 days	N/A	67	Tracking	Advance
	Total Prosecutor Court claims requests	N/A	88	Tracking	Advance
	% of claims closed within twenty-seven days	N/A	22%	50%	Advance
	Amount of money paid out in claims cases annually	N/A	\$811,319.16	Tracking	Advance
Risk Management	% of contract insurance requirements complete within 10 business days	N/A	45%	50%	Advance
	# of Risk Management training classes	N/A	3	4	Advance
Permits	# of business permits issued annually by type	N/A	4810	Tracking	Grow
	Revenue collected annually through issuance of permits	N/A	\$896,211.32	Tracking	Grow
Grants Compliance	# of Grant awards reviewed annually	N/A	30	Tracking	Advance
	# of Grant awards submitted for close-out annually (Total # of Grant Awards to be closed/Division)	N/A	79	Tracking	Advance
Ethics Office	% of formal written complaints evaluated, investigated and reported to the Board of Ethics within fourteen (14) days of receipt	N/A	100%	100%	Advance
	% of ethics opinion reviewed, researched, and issued/written within 15 days	N/A	100%	100%	Advance
	% of completed ethics training for all executive level employees annually	N/A	0%	50%	Advance

* Some figures are approximate. In these cases, the reporting for FY15 was not complete before production of the budget book.

■ Program Revenue Details

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Forecast	FY 2016 Adopted
Misc Permits	0	0	300	0
Property Insurance Recoveries	(221,524)	0	0	(229,939)
Miscellaneous Income	(145)	0	(39,489)	0
Oper Tfr In - Midtown Corridor	(400,000)	0	0	0
Total Charges for Services	(621,669)	0	(39,189)	(229,939)

Description

The Office of the City Attorney is committed to providing advice, opinions, claims service, and legal representation on behalf of the City of Memphis Administration, City Council, various divisions, agencies, boards, commissions and employees of the City of Memphis government.

Operating Budget

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Forecast	FY 2016 Adopted
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CITY ATTORNEY

AUTHORIZED COMPLEMENT

Position Title	Authorized Positions	Position Title	Authorized Positions
<u>City Attorney</u>			
ADMR CONTRACT	1		
ADMR PERMITS LICENSES	1		
AGENT CLAIMS	1		
ANALYST CLAIMS	2		
ANALYST LOSS CONTROL	1		
ANALYST RISK MGMT	1		
ASST ADMINISTRATIVE	1		
ATTORNEY ASST CITY A	3		
ATTORNEY ASST CITY AA	2		
ATTORNEY ASST COMPLIANCE AA	1		
ATTORNEY ASST HCD AA	1		
ATTORNEY CITY	1		
ATTORNEY CITY ASST SR	8		
ATTORNEY CITY DEPUTY	1		
ATTORNEY COLLECTIONS	1		
ATTORNEY PROSECUTOR AA	3		
ATTORNEY PROSECUTOR CHIEF	1		
ATTORNEY STAFF	4		
ATTORNEY STAFF SR	1		
CLERK GENERAL APP A	3		
CLERK SENIOR LAW	1		
COORD GRANTS	2		
COORD LEGAL ADMIN	1		
COORD GRANTS	1		
COORD PERMITS LICENSES	1		
INVESTIGATOR LEGAL	1		
MGR GRANTS	1		
MGR LEGAL ADMIN	1		
MGR RISK	1		
OFFICER CHIEF ETHICS	1		
PARALEGAL	4		
SECRETARY	3		
SPEC COMMUNICATIONS REC RET	1		
Total City Attorney	<u>57</u>		
<u>TOTAL CITY ATTORNEY</u>	<u>57</u>		



